

City of Seattle
Notice of Appointment

Name: <i>Drew Hicks</i>		<input type="checkbox"/> Executive Appointment <input type="checkbox"/> Reappointment <input checked="" type="checkbox"/> Legislative Appointment <input type="checkbox"/> Agency Appointment <input type="checkbox"/> PDA Council <input type="checkbox"/> PDA Constituency
Residential Neighborhood: <i>West Seattle</i>	Zip Code: <i>98116</i>	Contact Phone No.: <i>206-730-0723</i>
Appointed to: <i>Southeast Design Review Board (Development Interests)</i>		Date of Appointment: <i>April 4, 2014</i>
Authority (Ord., Res.): <i>SMC 23.41.008</i>		Term of Office: From: <i>April 4, 2014</i> To: <i>April 3, 2016</i>
<p>Background:</p> <p>Drew works as property manager for Wallace Properties and also has experience in brokerage services. As part of the Commercial Brokers Association, Drew worked to revamp the training coursework into a more successful model. He is an Accredited Residential Manager and a Certified Property Manager Candidate, as well as a volunteer with the Institute for Real Estate Management. Drew received his Bachelors from the University of Washington in Physics and recently completed the Professional Certificate in Commercial Real Estate Development from the University of Washington.</p>		
Authorizing Signature: 		Name and Title of Officer Making Appointments: <i>Mike O'Brien, Councilmember</i>

Andrew Hicks PROPERTY MANAGER

Career Summary

Experienced Property Manager with over eight years of management and three years in brokerage services; recently met significant professional development goal by completing UW Certificate Program in Commercial Development.

Accreditations & Certifications

Certified Property Manager (CPM®) Candidate
Accredited Residential Manager (ARM®)
UW Professional Certificate - Commercial Real Estate
Washington State Real Estate Broker's License

Key Skills

- ❖ Real Estate Budgeting and Accounting
- ❖ Lease Negotiation, Administration and Abstracts
- ❖ Disposition and Acquisition Management
- ❖ Tenant and Vendor Relations
- ❖ Supervisor of Facility & Building Managers
- ❖ Excellent Written and Oral Communication

Professional Experience

WALLACE PROPERTIES, Bellevue WA

Assistant Property Manager, 2013

- Manage a family trust portfolio of office and mixed-use retail; over 60 tenants and 300,000 sf
- Conducted regular meetings with owners, BODs and employees

LORIG DEVELOPMENT AND MANAGEMENT SERVICES, Seattle WA

Assistant Portfolio Manager, 2011 – 2012

- Managed portfolio operations of office, mixed-use retail; over 90 tenants and 200,000 sf
- Supervised (3) Property Managers, (2) Facility Managers and (4) Maintenance Technicians
- Preparation of annual operating & capital budgets, variance reporting and value-add strategies

Business Manager, Chloe, Pearl & Bernard Apartments, 2009 – 2011

- Managed business operations for three multifamily properties totaling 260 apartments
- Intermediary between corporate office and on-site managers

Notable Accomplishments at Lorig Management Services:

- ❖ Managed new property to stabilized position while averaging 95.68% occupancy
- ❖ Revamped online marketing collateral and classifieds, generating over 17,100 website hits

COMMERCIAL BROKERS ASSOCIATION (CBA), Kirkland WA

Accounts Manager, 2004 - 2006 -- Research Associate, 2003 – 2004

Initiated research project creating vacant land market analysis reports and developed CBAcma product. Participated in local conferences, traveled and marketed services to area offices, and developed communication skills toward all levels of authority.

Notable Accomplishments at Commercial Brokers Association:

- ❖ Created Clock Hour Course, summarily teaching over 500 real estate professionals across the state
- ❖ Generated 1300+ Land CMAs in 16 months, by harvesting nonconforming data from multiple sources

Education

UNIVERSITY OF WASHINGTON – Bachelor of Science – Physics – 2002

UW Professional Certificate - Commercial Real Estate - 2013

Volunteer Experience

INSTITUTE FOR REAL ESTATE MANAGEMENT (IREM) - Executive Committee Member – Western WA Chapter
Vice President of Finance Diversity & Outreach Committee Chairmen, YMCA Greater Seattle

Seattle Design Review Board 2014

36 Board members Total: Per SMC 23.41.008 all subject to City Council confirmation, two-year terms that may be reappointed to a subsequent term. The Get Engaged member serves a 1-year term and is appointed per SMC 3.51.

- 11 Appointed by City Council
- 11 Appointed by Mayor
- 14 Appointed by both City Council and Mayor
- 1 Appointed by Council per SMC 3.51 (Get Engaged)

D*	G	No.	Name	Appointed	Term Ends	Term #	Position	Appointed By	Board
3	M	1.	Albores, Matthew	2011	4/3/2015	2	Local Residential	Mayor/Council	DT
6	F	2.	Begley, Ivana	2013	4/3/2015	1	Community	Mayor	NE
6	M	3.	Bennion, Laird	2012	4/3/2016	2	Development	Mayor	SW
6	F	4.	Black, Mindy	2011	4/3/2015	2	Local Business	Mayor/Council	W
6	M	5.	Bronk, Todd	2013	4/3/2015	1	Design Professional	Mayor	SW
6	F	6.	Bigelow, Curtis	2014	4/3/2016	1	Local Business	Mayor/Council	E
6	M	7.	Sauvion, David	2014	4/3/2016	1	Community	Mayor	SE
6	M	8.	Hicks, Drew	2014	4/3/2016	1	Development	Council	SE
6	F	9.	Cecil, Ellen	2012	4/3/2016	2	Community	Council	NW
6	M	10.	Coburn, Jerry	2011	4/3/2015	2	Local Business	Mayor/Council	NW
6	M	11.	Price, Kevin	2014	4/3/2016	1	Design Professional	Mayor	E
6	M	12.	Angelillo, Marc	2014	4/3/2016	1	Development	Mayor	NW
1	F	13.	Grant, Anjali	2014	4/3/2016	1	Local Business	Mayor/Council	DT
3	F	14.	Gualy, Natalie	2013	4/3/2015	1	Development	Council	E
6	F	15.	Levitt, Julia	2014	4/3/2016	1	Development	Council	NE
6	M	16.	Zinski, Matt	2014	4/3/2016	1	Community	Council	SW

D*	G	No.	Name	Appointed	Term Ends	Term #	Position	Appointed By	Board
6	M	17.	Blank, Eric	2014	4/3/2016	1	Design Professional	Council	NE
6	F	18.	Idziorek, Katherine	2013	4/3/2015	1	Design Professional	Council	W
6	M	19.	Bernstein, Bill	2014	4/3/2016	1	Community	Mayor	W
6	M	20.	McCullough, Murphy	2013	4/3/2015	1	Development	Council	DT
6	F	21.	McNamara, T. Frick	2013	4/3/2015	1	Local Residential	Mayor/Council	SW
6	F	22.	Miller, Amoreena	2011	4/3/2015	2	Design Professional	Council	SE
6	M	23.	Neiman, David	2011	4/3/2015	2	Design Professional	Mayor	NW
6	F	24.	Orr-Cahall, Christina	2013	4/3/2015	1	Community	Council	E
6	M	25.	Kutzera, Dale	2014	4/3/2016	1	Local Residential	Mayor/Council	NW
6	M	26.	McWain, Alan	2014	4/3/2016	1	Community	Mayor	DT
6	M	27.	Pickrell, Boyd	2013	4/3/2015	1	Development	Mayor	W
3	F	28.	Pizana, Christina	2011	4/3/2015	2	Local Residential	Mayor/Council	NE
6	F	29.	Proksch, Gundula	2012	4/3/2016	2	Design Professional	Mayor	DT
6	M	30.	Skaggs, Daniel	2011	4/3/2015	2	Local Business	Mayor/Council	SW
6	M	31.	Weber, Julian	2014	4/3/2016	1	Local Residential	Mayor/Council	SE
6	F	32.	Stephenson, Janet	2013	4/3/2015	1	Local Residential	Mayor/Council	W
6	M	33.	Foltz, Dan	2013	4/3/2015	1	Local Residential	Mayor/Council	E
1	M	34.	Yamada-Heidner, Stephen	2011	4/3/2015	2	Local Business	Mayor/Council	SE
6	F	35.	Zettle, Martine	2011	4/3/2015	2	Local Business	Mayor/Council	NE

1	M	36.	Michael Austin	2013	9/1/2014	1	Get Engaged	Council (SMC 3.51)	E
---	---	-----	----------------	------	----------	---	-------------	--------------------	---

***Diversity Roster**

					(1)	(2)	(3)	(4)	(5)	(6)
	Men	Women	Vacant	Minority	Asian-American	African-American	Hispanic Latino	Native-American	Other**	Caucasian
Mayor	9	2	0	0	0	0	0	0	0	11
Council	5	6	0	2	1	0	1	0	0	9
Mayor/Council	8	6	0	4	2	0	2	0	0	10
Total	22	14	0	6	3	0	3	0	0	30

***Other includes diversity in any of the following: race, gender and/or ability*